



Manager, Decision Support and Health Information Management Full Time

WHO WE ARE:

Ontario Shores Centre for Mental Health Sciences (Ontario Shores) is a public hospital that provides inpatient, outpatient and consultation services for people with complex mental illness. Our patients benefit from a recovery-oriented environment of care built on compassion, inspiration and hope. We engage in research, education and advocacy initiatives to advance the mental health care system and are proud to work with partners across the continuum of care. If you thrive on innovation and positive change, and share our vision of Recovering Best Health, Nurturing Hope and Inspiring Discovery, Ontario Shores is the place for you.

Ontario Shores is searching for an individual with excellent communication & technical skills to assume the position of **Manager, Decision Support & Health Information Management**. Working within a team based environment the Manager is responsible for the operation and function of the Decision Support & Health Information Management departments and reports directly to the Director, Data Integration & HIM.

The Manager, Decision Support & HIM is responsible for all functions related to the daily and long term management and operation of decision support, registration and health information management. The Manager will ensure the quality and integrity of all health information data collected and reported to stakeholders, both internal and external to Ontario Shores Centre for Mental Health Sciences. The manager will also support the organization through the development and implementation of decision support tools, databases, data repository and other processes.

Qualifications:

- Three to five years' management experience in decision support, health information management or equivalent work experience; familiarity with healthcare clinical data and information systems is required.
- Working knowledge of the Meditech Client Server system, eg. Admissions, Health Records, etc.
- Certified member of CHIMA in good standing
- Superior attention to detail, excellent organizational and analytical skills and abilities
- Excellent time management skills, ability to prioritize and multi-task; meet and/or exceed deadlines, produce a high quality end product and contribute as a key skilled team member
- Advanced technical skills and ability to manipulate data with spreadsheet, database and analytical software eg. Crystal report, and Microsoft products are essential.
- Superior written and verbal English communication skills.
- Knowledge of healthcare or demographic databases and standards including ICD10, RAI Mental health (OMHRS), MOHLTC reporting and MIS guidelines and population health databases eg Stats Canada census.
- Knowledge and understanding of the Mental Health Act, Health Care Consent Act, Substitute Decisions Act, Public Hospitals Act, PHIPA and PIPEDA.
- Excellent interpersonal and client relationship skills; demonstrated ability to interact with a variety of end-users, internal and external stakeholders and colleagues.
- Adaptability, flexibility, diplomacy and tact

Title: Manager, Decision Support & Health Information Management

Competition #: 264-11

Posting Date: January 25, 2012

Closing Date: TBA

Please forward your resume, prior to closing date to:

Ontario Shores Centre for Mental Health Sciences
Human Resources Department - **Competition # 264-11**
700 Gordon Street, Whitby, On L1N 5S9
fax 905-430-4036; email hr@ontarioshores.ca

Personal information you provide to Ontario Shores Centre for Mental Health Sciences (Ontario Shores) is collected pursuant to the Public Hospitals Act R.S.O 1990, c. P.40. It will be used for the purpose of determining eligibility for employment. At all times it will be treated in accordance with the provisions of the Freedom of Information and Protection of Privacy Act. If you have questions about the collection of your personal information, please refer to the Privacy & Access pages on the Ontario Shores website or contact the Leader, Privacy & Access at 700 Gordon St. Whitby, ON L1N 5S9; 905-430-4055 ext. 6712.